

Forest Row Parish Council

Clerk: Mr D O'Driscoll
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

To: All members of the FINANCE & POLICY COMMITTEE:
Cllrs. Spackman (Acting Chairman), Hill,
Josephson, R.Lewin T Lewin, McNally, Moore,
Waters, Williams and Wogan
(All other Councillors – for information)

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Dear Sir/Madam,
Your attendance is required at a meeting of the FINANCE &
POLICY COMMITTEE to be held on **TUESDAY 29th**
MARCH in the Garden Room of the Community Centre
at **7.00pm** (please note earlier time)

Date: 23 March, 2022


Mr D O'Driscoll
Clerk to Forest Row Parish Council

AGENDA

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 7.15pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW
4. TO DEFER CONSIDERATION OF THE RECORDS OF THE MEETING HELD ON 15TH MARCH 2022
5. TO DEFER CLARIFICATION OF ACTIONS FROM THE MEETING OF 15TH MARCH
6. TO RATIFY THE AGREED TERMS OF THE PROPOSED LOAN AGREEMENT BETWEEN FOREST ROW PARISH COUNCIL AND FROWRESOURCE CIC.
7. TO CONSIDER A GRANT APPLICATION BY FOREST ROW COMMUNITY FRIDGE CIC
8. TO DEFER CONSIDERATION OF ANY CORRESPONDENCE RECEIVED
9. TO DEFER CONSIDERATION OF ANY ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**COUNCILLORS' BRIEFING FOR THE FINANCE & POLICY COMMITTEE MEETING
ON 29th MARCH 2022**

1. **PUBLIC QUESTIONS** None notified in advance
2. **APOLOGIES** None notified in advance
3. **DECLARATIONS OF INTEREST** Only Members of F&P directly linked to FrowResource or the Community Fridge

4. **RECORDS OF MEETING**
5. **CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING**

These items should be deferred as per usual with an extra-ordinary meeting **unless there is some matter arising which directly impacts on items in this agenda**
ACTION: to resolve as appropriate

6. **TO RATIFY THE AGREED TERMS OF THE PROPOSED LOAN AGREEMENT BETWEEN FOREST ROW PARISH COUNCIL AND FROWRESOURCE CIC.**

At the meeting of 15th March Council resolved that in addition to a grant from the Bendall legacy, a loan of £9,500 would be offered to FrowResource CIC on terms to be agreed. For the avoidance of doubt, it is lawful for the Parish Council to make such a loan, pursuant to section 12 of the Local Government Act 2003, as facilitated by the Localism Act 2011. There was a consensus that the terms of the loan should be decided by a small group taken from the Finance & Policy Committee. That group consisted of Cllr R Lewin, T Lewin, and Spackman, with written input from Cllrs Waters, Williams & Wogan. For the avoidance of doubt the Clerk sat in with the group and was responsible for circulating the relevant papers, *but played no part in formulating the proposed terms of the loan agreement.*

The group met in person on Friday last and considered a preliminary draft prepared by Cllr R Lewin. After discussion of certain alternative clauses, the draft was set out in the form of Heads of Terms and sent to FrowResource on Friday evening at 18:24. To the best of my knowledge, the members of the FrowResource Board have been circulating the document over the past few days and are holding a formal meeting today (Wednesday) to formulate their response to the proposals. It is hoped that their response will be substantially positive, so that an agreement can be concluded with all speed. If there are details to be discussed, we have 5 days (including the weekend) to conclude an agreement. Time is of the essence, since the favourable terms offered by the prospective landlord only hold good until 1st April. But it is my view that if the terms are agreed in writing, this will form an enforceable contract even if the formal loan document enshrining those terms takes a little longer to engross.

On the assumption that terms will be agreed in writing by the time of this meeting, the Committee (acting under the terms of paragraph 5.1 of the Scheme of Delegation) will be invited to ratify that agreement on behalf of the Council. Please note this is not a drafting meeting: the group of councillors acted as delegates of the Committee in formulating the proposed terms, and it is my professional view that those terms are lawful and enforceable. Members of course remain free to vote for or against ratification as they choose
ACTION: to resolve as appropriate

7. TO CONSIDER A GRANT APPLICATION BY FOREST ROW COMMUNITY FRIDGE CIC.

Council also voted at the meeting of 15th March:

“to establish a coordinating committee to help Ukrainians coming to Forest Row. ... This should start as soon as possible to help with lines of communications and support.”

There has been a preliminary discussion, in the course of which it was noted that either refugees or their sponsors might be in urgent need of food items or personal hygiene products but might not yet be in receipt of applicable benefits, and that those items could be provided by the local Community Fridge (which has broadened its remit to include food bank and hygiene bank outreach).

The suggestion was therefore made by one councillor that as we are now on the cusp of the financial year-end and there is still a fair sum (*currently £5,500) left in the Council's grant-making budget, the Community Fridge could apply for that money as a ring-fenced grant to be used (only) to provide goods in kind for the benefit of Ukrainian refugees either directly or through their registered sponsors.

I am in receipt of a grant application form, and attach the form and the latest Community Fridge accounts. The CIC is exempt from audit under section 477 of the Companies Act

ACTION: to resolve as appropriate

8-9. CORRESPONDENCE & ITEMS FOR REFERRAL

TO be dealt with in the usual way for an extra-ordinary meeting

FOREST ROW PARISH COUNCIL



The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
Web: <http://www.forestrow.gov.uk>
Clerk: David O'Driscoll

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION:			Forest Row Community Centre		
NAME OF CONTACT PERSON:			Sue Young		
ADDRESS FOR CORRESPONDENCE: The Community Centre Forest Row		Tel: 01342 822661			
		Email: sue.young@forestrow.gov.uk			
		Web (if any):			
POST CODE:		SUM REQUESTED: £5,000			
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?			Forest Row Community Centre		
DO YOU HAVE AUDITED ACCOUNTS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, ARE THEY ATTACHED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)		IF NO, PLEASE EXPLAIN WHY	
IF APPLICABLE, DO YOU HAVE A BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)			
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input type="checkbox"/> No					
From		Amount		Purpose	
Various					
bank acct for this purpose					
PURPOSE OF REQUEST (please use second sheet if necessary)					
To provide a ring-fenced fund for emergency food & hygiene supplies to or for the use of Ukrainian refugees					
HOW WILL IT BENEFIT THE COMMUNITY?					
By participating in the support of refugees being housed by the community.					
FOR OFFICIAL USE ONLY					

REGISTERED NUMBER: 12413913 (England and Wales)

Unaudited financial statements
For the period
20 January 2020 to 31 March 2021
For
Forest Row Community Fridge CIC

AMENDED



FOREST ROW COMMUNITY FRIDGE CIC
BALANCE SHEET
as at 31st March 2021

Current Assets

Bank	£7,055
Petty Cash	£490
Fixed assets	£400
	<hr/>
	£7,945

Less Current Liabilities

Deferred income from Grants	£2,306
Deferred income from Donations	£5,639
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	£7,945

Net Assets

£7,945

Capital & Reserves

£0

Closing Capital

£0

NOTES TO THE FINANCIAL STATEMENTS
STATUTORY INFORMATION

Forest Row Community Fridge CIC is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address are as below:

Registered number: 12413913
Registered office: The Community Centre
Hartfield Road
Forest Row
England
RH18 5DZ

AVERAGE NUMBER OF EMPLOYEES

The average number of employees during the period was NIL.

Balance sheet continued

Amended Accounts

These amended accounts for the company for the period ended 31 March 2021 replace the original accounts and are now the statutory accounts and they are prepared as they were at the original date of the accounts.

For the period 20 January 2020 to 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions and have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors and authorised for issue on 7 March 2022 and were signed on its behalf by:



Rosalind Poulson
Director